

FIRE INSPECTOR/INVESTIGATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which include performing inspections of commercial buildings, institutional buildings, and schools to check for violations of fire codes and keeping records of such inspections. The fire inspector also performs fire investigation duties at the scenes of fires and performs public relations duties such as giving talks and demonstrations on fire prevention when assigned. Duties of this class are performed with a great deal of independence and work is reviewed by the Assistant Director of Fire Prevention and the Director of Fire Prevention. The class ranks directly below that of Assistant Director of Fire Prevention. A certain amount of risk is associated with the investigative duties assigned and employees of this class may be required to carry and operate firearms.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects commercial or business buildings, multi-unit residential buildings, schools, and institutional buildings; checks buildings for violations of fire codes in areas such as fire extinguishers, exit doors and lights, general housekeeping, wiring, heating/air-conditioning vents or maintenance, cooking equipment safeguards, fire protection for special equipment, outside accessibility to buildings, outside building maintenance; discusses inspection findings with building owner/manager; makes recommendations for the correction of fire hazards;

Reinspects buildings where violations of fire codes occurred and issues written warnings for uncorrected violations; testifies in court when required;

Inspects installations of explosives, flammable materials, or hazardous processes;

Consults with institutions or large companies on fire prevention problems;

Gives lectures, talks, demonstrations, on fire prevention subjects to schools, clubs, etc.; answers questions on fire prevention for the public by phone or in person; replies to correspondence concerning fire prevention problems;

Inspects the scene of a fire to determine the cause and origin of the fire; works with designated law enforcement personnel; searches for, collects, and labels evidence and protects the chain of custody of evidence; talks with witnesses and other informants, searches records and all sources of information to locate arson suspects; makes arrests following established law enforcement procedures; assists in preparing arson cases for trial;

Completes records and fills out forms on work performed; completes narrative reports required;

Conducts fire drills; issues tickets for violations of fire codes;

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must have at least two (2) years of experience in fire fighting, fire inspections, or a related position with a full-time fire agency.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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